



Idaho Child Care Emergency Grant

FAQ's for Child Care Providers

What is the Idaho Child Care Emergency Grant?

The Idaho Child Care Emergency Grant provides funding to cover expenses authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act), which includes rent, utilities, supplies and payroll, as well as additional health and safety requirements imposed during the pandemic.

How do I know if I qualify?

In support of all Idahoans safely returning to work, Idaho Childcare Emergency Grants are available for most Idaho childcare programs that provide work related childcare; that are currently licensed by the State of Idaho or their city and/or currently certified for the Idaho Child Care Program. Providers must have been licensed and/or ICCP certified in the month covering the grant request. Some programs are not eligible to apply; those ineligible providers are:

- Preschool only and part-time programs
- Head Start programs
- Child care provided in the child's home (also known as ICCP "in-home" childcare)
- Recreation related childcare such as care provided at gyms, ski resorts, and shopping centers
- Any program that has had its license revoked or ICCP certification terminated is not eligible.

What is the easiest way to apply?

Those in need of Idaho Childcare Emergency Grants should carefully review the information needed to complete the grant. Once you have gathered the necessary information and completed the application form, you may submit your application in one of the following ways:

- **Email** your application and all necessary documents to: **childcaregrant@dhw.idaho.gov**
- **Mail** your application and all necessary documents to:
Idaho Dept of Health and Welfare
Attn: ICCP- 2nd Floor
PO Box 83720
Boise, ID 83720
- **Fax** your application and all necessary documents to:
208-334-5817 Attn: Idaho Child Care Emergency Grant

What should I include in my application?

The application form is very open ended, allowing you to list and describe your needs in narrative boxes. These descriptions should be carefully itemized or supported with attachments. Recommended attachments may include financial documentation such as bank statements, lists of itemized expenses,

copies of your utilities or rent/mortgage statements, accounting and payroll reports, invoices or bids for supplies/materials/services, and anything else that corroborates your request.

How do I sign my application?

All applications must be initialed and signed. If you have the software available to digitally sign your document that is acceptable. If you are not able to add a digital signature, you will need to print, sign, and scan the final page for submission. Applications submitted without a signature will be returned for your corrections.

Is there a deadline to apply?

All applications for Idaho Childcare Emergency Grants must be received or postmarked no later than 11:59pm on Tuesday, June 30, 2020. Any application received or postmarked after this date will be denied.

Do I have to pay this money back?

Idaho Childcare Emergency Grants are grants, not loans, you will not need to pay the money back as long as you follow the spending requirements.

Can I spend this money on anything I want?

This money can only be spent on CARES Act allowable expenses or needs that occurred after 3/1/2020 such as:

- Staffing costs-
 - Typical payroll expenses
 - “Hazard pay” options should you choose to offer that for your employees
- Supplies and materials-
 - Paint, paint brushes, paper, play-dough, etc.
 - Plates, cups, napkins, etc.
 - Office supplies, pens, paper, ink, tape, etc.
- Rent/mortgage and utilities at the location where childcare is provided-

○ Water	○ Electric
○ Sewer	○ Internet
○ Trash service	○ Telephone service
○ Gas	
- Cleaning and janitorial supplies and services-
 - Soap, paper towels, hand sanitizer
 - Cleaning, sanitizing, and janitorial services
 - Bleach, disinfectant, spray bottles, test strips
- Health and safety equipment and supplies
 - Thermometers
 - Gloves, smocks, aprons, masks, hair nets

This money should not be spent on...

- Building improvements and renovations
- Landscaping
- Personal debt or personal credit card payments not related to your business

- Licensing fees or permits

Remember that you must maintain documentation showing how you used the funds for your business for 5 years.

What if I received other grant funding?

We know that there are other grant and loan opportunities available to some child care providers. You may apply for this grant, in addition to those other opportunities, if you have funding needs not previously met. You may not “double dip” and receive this grant for expenses already funded by other programs. On your application you will need to carefully explain specifically what unmet needs remain after other grants and loans are paid. You are encouraged to attach financial documentation, itemized expenses, and accounting reports to support your request.

How much should I request in grant funding?

Every childcare business is unique, and you may have accessed funding from other sources. We encourage you to request only as much as you need to stabilize and maintain your business and your staff. Think of all the consumable items, health and safety materials, rent/mortgage, utilities, and staff costs that you will need. Remember that these funds can be used for expenses beginning March 1, 2020 all the way through July 31, 2020. Do not request funds for expenses you have already received reimbursement for through another grant or loan program.

Are there funding limitations for this grant?

To ensure fair and equitable access to this grant opportunity, grants will be funded up to the following amounts based on your license and/or ICCP provider type:

- Large centers (Licensed capacity of 25+ children) up to **\$15,000**
- Small centers (Licensed capacity of 13-24 children) up to **\$8,000**
- Licensed group homes (7-12 children) up to **\$4,000**
- Family child care homes (Up to 6 children) up to **\$2,000**

Are there restrictions on which months’ expenses I can submit?

The Emergency grant can be used to cover qualifying expenses incurred in the months of March – July 2020. The provider must be open and caring for children in the months for which reimbursement is being requested.

I temporarily closed my facility, but I am reopening and would like to apply for funding, would I be eligible?

The grant funding can only be used for months that you were open and caring for children. If for example, you temporarily closed for the month of April and reopened May 2020, you may not request or spend grant funds for the month that you were closed. However, in this example, you could request and spend grant funding for March, May, June, and July 2020. See the application for additional details about how to request funding.

If I own more than one facility can I apply for each one?

Providers can apply one time per facility. If you own multiple facilities, each facility should have its own application with requests and documentation specific to that location. Combined applications will not be accepted.

When will I know if I qualify for the grant? How will I be paid?

We are making every effort to process applications as quickly as possible and hope to have most applications processed within 7-10 days. Incomplete applications or missing documentation to support the amount requested may result in delays in processing your application. Please review the other sections of this document describing what should be included in an application to ensure speedy processing and approval. Once an application is reviewed, you will receive a grant award notice, or grant denial notice, via email or US postal service. This one-time payment will be sent as a check to the mailing address provided, except for existing ICCP providers who currently receive direct deposit, they will receive it in their bank account.

I have not had a significant decrease in my enrollment, or my needs were met through a different grant or loan program. Can I make a profit from the Idaho Child Care Emergency Grant?

No, you may not make a profit from the receipt of grant funds. The grant funds are intended to support child care providers to meet their operating expenses at a time when programs have lost significant enrollment statewide. Providers who do not have expenses or financial obligations that they are unable to meet because of the COVID-19 shutdown/pandemic are not eligible to receive grant funds. Additionally, you should not apply for this grant if you have already received money from another program that covered your COVID-19 pandemic related expenses.

Is the grant considered income, and will I have to claim it as such when filing my taxes?

Yes, grant funding is considered income and must be claimed as such when filing taxes. You will receive an IRS 1099 form for Tax Year 2020.

Where can I find information on the COVID-19 practices I will be required to follow once I re-open?

IdahoSTARS and your local Health District are constantly updating and sharing information about best practices for operating or reopening during the pandemic. If you have questions about health and safety practices at your program, please contact your local Health District.

As a result of decreased enrollment, I laid off several staff members who filed for unemployment insurance. Does this funding impact my employees who are currently receiving unemployment benefits?

The Idaho Department of Labor has extensive information and resources available to help you and your employees answer questions regarding unemployment benefits. Please read the Unemployment Insurance information at <https://www.labor.idaho.gov/dnn/COVID-19>

What sort of documentation do I need to keep?

This funding may be subject to audit by IDHW. You should maintain receipts or accounting for all the grant money that you spend. This could include receipts, invoices, staff payroll information, and a written record of your spending. Keep the information in a safe place protected from floods, mold, infestations, and fire. If you are storing this information on your computer, please be sure that you back it up to a separate drive or location. IdahoSTARS and IDHW staff will not be able to provide accounting information; we encourage you to work with a certified accountant if you have additional questions about record keeping.

What if I close my child care program after receiving an Idaho Child Care Emergency Grant?

Child care programs receiving Idaho Child Care Emergency Grants are required to notify the IdahoSTARS if they permanently or temporarily close their programs during the COVID-19 pandemic. Programs that close within 120 days of receiving an Idaho Child Care Emergency Grants will be issued an overpayment by IDHW that will be recouped in accordance with Idaho Administrative Code.

Who should I contact if I have additional questions?

Email is the preferred method of communication. Providers may email childcaregrant@dhw.idaho.gov with questions not answered by this document. As our small staff works to process applications as quickly as possible, phone calls will have increased response time. If you must, you may call the Idaho CareLine 2-1-1 (1-800-926-2588), they will connect you to the ICCP or Licensing Program Specialists where you can leave a voicemail.